COLLEGE OF
THE ROCKIES

OFAD-183 – MS PowerPoint 1

Technology

Effective Term & Year: Fall 2022
Course Outline Review Date: 2023-01-01

Program Area: Office Administration

Description:

This course introduces the use of MS PowerPoint software to create presentation media to accompany verbal presentations. The student applies features of slide transition, animation, various views, and design templates.

Program Information:

This course is required for the Office Administration Administrative Assistant Specialty Certificate.

Hours for this course: 45 hours to be completed over 3 weeks

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other	
Total	45

Course Requisites:

- Complete all of the following
    - Completed the following:
        - OFAD158 – Windows, Outlook, & File Management (1)
    - OFAD 155 or current typing speed of 25 gwam.

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see http://www.bctransferguide.ca. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Shelly Cashman Series: S. Sebock (2017). *Microsoft Office 365, PowerPoint 2016: Introductory.* Boston, MA: Cengage Learning.

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- create a presentation using a design template and a text slide layout;
- create a slide show using the outline tab and clip art;
- enhance a slide show using visuals;
- complete work in a timely manner and on schedule; and
- take responsibility for attendance, absenteeism, and punctuality.

Course Topics:

- Creating and Editing a Presentation
- Enhancing a Presentation with Illustrations and Shapes
- Adding Media and Animation

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Chapter Theory and Practical	75%
Final Exam	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

Evaluation Notes: A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate

responsibility for absence or delay throughout the course.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.